

**JOINT MEETING OF THE SUPERINTENDENT SEARCH PRELIMINARY SCREENING  
COMMITTEE AND PUBLIC ADVISORY COMMITTEE  
BROOKLINE PUBLIC SCHOOLS  
SUPERINTENDENT SEARCH  
SCREENING AND INTERVIEW WORKSHOP MEETING #1  
January 28, 2020, 7:00 to 9:30 p.m.  
School Committee Room, 5<sup>th</sup> Floor, Town Hall  
Brookline, Massachusetts**

**1. INTRODUCTIONS**

- a. Role of consultants
- b. Role of Superintendent Search Public Advisory Committee
- c. Role of School Committee

**2. OVERVIEW OF SEARCH PROCESS**

- a. Status of search to date
- b. Search timeline
  - 1) Interviews
  - 2) Visits and final interviews
  - 3) Selection
  - 4) Start date
- c. Review/vote on meeting minutes: December 9, 2019 and January 16, 2020 Superintendent Search Preliminary Screening Committee meetings; January 8, 2020 Superintendent Search Preliminary Screening Committee and Public Advisory Committee Joint Meeting

**3. LEGAL**

- a. Subcommittee Status
- b. Conflict of Interest – Legal Advisory and Disclosure Form
- c. Open Meeting Law (G.L.c. 30A)

**4. SUCCESSFUL CANDIDATE PROFILE**

- a. Overview of community input and Superintendent Search Public Advisory Committee analysis
- b. Use of the *Successful Candidate Profile* in preliminary screening process

**5. PRELIMINARY SCREENING PROCESS**

- a. Review applications
- b. Recommend applicants for interview
- c. Hold preliminary screening interviews
- d. Recommend applicants for further consideration by School Committee

**6. ORGANIZING FOR THE INTERVIEWS**

- a. Set dates for interviews
- b. Schedule/length
- c. Select themes for questions based on Candidate Profile
- d. Develop interview questions
- e. Determine location for interviews
- f. Greeter/escort
- g. Selection procedure

**7. CONDUCTING THE INTERVIEW**

- a. Ice-breaker
- b. Questions based upon approved themes
- c. Type of questions to avoid
- d. Listening and observing
- e. Closing the interview
- f. Taking notes

**HOMEWORK**

- Review Candidate Profile
- Review applications
- Complete "Rating Sheet"
- Develop Interview questions

**Date of next meeting:  
Monday, February 3, 2020  
6:30 to 9:30**

## **8. OTHER ISSUES**

- a. Confidentiality vital
  - 1) No contact with references or other sources
  - 2) Review acceptable Internet sources
- b. Talking to the press
- c. Talking to colleagues

## **9. ADJOURN TO EXECUTIVE SESSION**

. . . move that the Screening Committee adjourn to Executive Session in accordance with M.G.L. Chapter 30A, §21(a)(8) (so-called Open Meeting Law), to consider applicants for employment or appointment by the preliminary screening committee, the chair having declared that an open meeting will have a detrimental effect in obtaining qualified applicants, with the understanding that the committee will not reconvene in public session. (roll call vote)

## **10. ADJOURNMENT**